3. Changing Your Password

3.1 Opening the Change Password Window

You can change your password at any time from the Log-in screen. First, you must correctly enter your Username. So, with the cursor in the Username box on the Log-in screen (Figure 2.1), type in your Username. Next press either the Tab key or the Enter key. Then click on the **Change Password** button. The Change Password window (shown in Figure 3.1) will pop up on top of the Log-in screen.
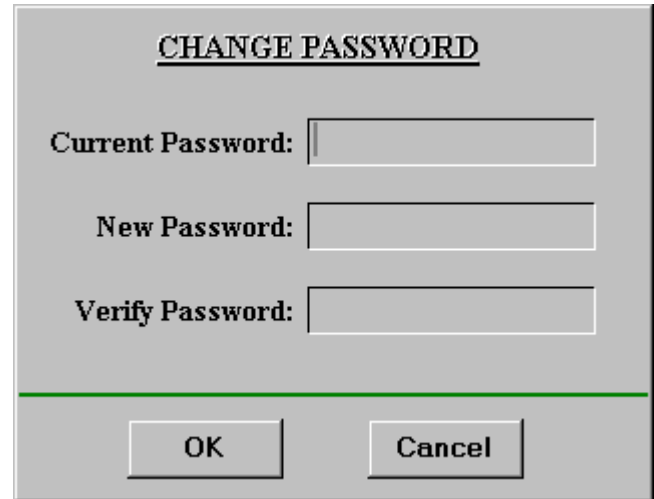
3.2 Change Password Procedure

When the Change Password window pops up, the cursor is in the Current Password box. Type in your current password, and then press either the Tab key or the Enter key. This moves the cursor to the New Password box. Type in your new password, and press your Tab (or Enter) key again. This moves the cursor to the Verify Password box where you type your new password a second time to

Figure 3.1 Change Password Window

confirm that you typed in what you wanted to enter the first time. Press the Tab key or the Enter key to get out of the Verify Password data box. Finally, use your mouse to click on the

OK button. You will know whether or not your change was successful because the system will display an informational window telling you that it was successful or unsuccessful.

If the message is that your password change was successful, click on **OK** (or press your Enter key). You have successfully logged in with your new password, and the Metrics Menu screen (Figure 4.1) will open on your monitor. Next time you open the Metrics application, remember to use your new password.

If the message informs you that your password change was unsuccessful, click **OK** (or press your Enter key).

Changing Your Password (A Summary)

1. Enter your Username and Password.
2. Click the **Change Password** button.
3. Type in your Current Password.
4. Depress your Tab key.
5. Type in your New Password.
6. Depress your Tab key.
7. Type your password again to Verify Password.
8. Depress your Tab key.
9. Click the **OK** button.

You will be returned to the Change Password window where you can repeat the password change process, log in to the Metrics application with your current password or exit the Metrics application.

3.3 Closing the Change Password Window

You can close the Change Password window at any time by clicking on the **Cancel** button. When you click on **Cancel**, an informational window informs you that your password was not changed. Click **OK**. This will return you to the Log-in screen where you can proceed to log in with your existing password, try changing your password again or close the Metrics application by clicking on the **Exit** button.